

**OAKLAND COUNTY - AN EQUAL OPPORTUNITY AND
AFFIRMATIVE ACTION EMPLOYER
ANNOUNCES APPOINTED POSITION NO. 03-C2338**

FRIEND OF THE COURT

ANNUAL SALARY: \$95,985 - \$104,728

DESCRIPTION OF WORK

Under general direction, establishes policies and procedures to ensure the optimum enforcement of Circuit Court/Family Division orders relating to custody, child support and visitation, resulting from domestic relations matters involving minor, dependent children. Plans, organizes and directs the activities of divisional staff and prepares and presents reports, budget recommendations and other documents related to the administration of the division. The above job description is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.

The position Friend of the Court is appointed by the Chief Circuit Judge and approved by a majority of the Circuit/Probate/District Court judges in Oakland County. This position is not covered by the Oakland County Merit System.

MINIMUM QUALIFICATIONS

1. Friend of the Court is an at-will employee and shall demonstrate experience or education in one or more of the following areas:
 - a. A human service or behavioral science field
 - b. Family law
 - c. Administration

LAST DATE TO FILE APPLICATION

APPLICATIONS AND RESUMES must be postmarked or received by the Oakland County Personnel Department or Circuit Court as described below, no later than 5:00 p.m. on FRIDAY, APRIL 18, 2003.

HOW TO APPLY

All persons interested in applying for this examination must complete the required official Oakland County Merit System employment application forms, and submit these forms directly to Personnel or Circuit Court. **Please include a resume with your application.** For further assistance, please contact the:

OAKLAND COUNTY CIRCUIT COURT
Kevin Oeffner
1200 North Telegraph Road, Pontiac, MI 48341-0440
Telephone: (248) 858-0349
<http://www.co.oakland.mi.us>

ANNOUNCED
3/31/03

EMPLOYEE BENEFITS

Oakland County provides a comprehensive employee benefit program which offers a Point of Service or Comprehensive Major Medical Health plan through Blue Cross/Blue Shield (cost sharing applies); life insurance plan; dental plan; vision plan; short and long term disability income coverage plans; 10 to 12 paid holidays per year; 10 to 24 annual leave days per year; 5 personal days per year; a Defined Contribution (401a) retirement plan; and a tuition reimbursement program. On-site child care available. Mandatory waiting periods apply prior to becoming eligible for most benefits. (**NOTE:** This is only a brief summary of benefits. Plan Documents are controlling in the event of any conflict with what is outlined above. Contact the Personnel Department for details.)

WORK LOCATION

Oakland County Friend of the Court, Oakland Pointe Office Building, 230 Elizabeth Lake Rd, Pontiac, Mi 48341.
